

# Retention and Classification Report

**Agency:** Department of Human Services. Division of Child and Family Services. Blanding Office (1877)  
522 North 100 East  
Blanding, UT 84511

**Records Officer** Linda Bright

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**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19151

3

**TITLE:** Adoption applications denied

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are denials pertaining to the adoption of children. They indicate the reasons for Child and Family Services' denial of adoption applications. They include a profile summary of the adoptive family which contains parent surname, religion, income, education, occupations, and children's names and ages.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 20.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19151

**TITLE:** Adoption applications denied

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19150

3

**TITLE:** Adoption case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. Information includes face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, birth certificates, legal documents, adoption reports, summons, paternity rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

**RETENTION:**

Retain 25 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19150

**TITLE:** Adoption case files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the Juvenile Court Act. Retention is comparable to Wisconsin RLIN record WIHV86-A1641. Utah Administrative Code, R817-3-8 (1989), specifies that adoption records be retained permanently.

**PRIMARY CLASSIFICATION:**

Controlled

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19152

3

**TITLE:** Adoption home studies

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

Information collected from prospective adoptive families and assessed by the agency to determine eligibility. Following the assessment of cases, the department determines either the approval or disapproval of applicants. Information includes home studies, primary person characteristic forms (Form 1054), court documents, biographies, reference letters, work histories, criminal background checks, psychiatric and psychological information, and family records.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 21.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19152

**TITLE:** Adoption home studies

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed  
by the agency.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19153

3

**TITLE:** Adoption subsidy payment records

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are subsidy payments to adopting families and are used to track eligibility and provide an audit trail. State subsidies may be one time, time-limited, or long-term, depending on the circumstances of the family and the child's needs. Medical, dental, psychological, and long term maintenance subsidies continue until age 18, or until age 21 if the state has determined that the child has a mental or physical handicap which warrants continuing assistance. All state subsidy agreements are reviewed annually for continued eligibility (Utah Administrative Code R537-43.2 (1993)).

**RETENTION:**

Retain 10 years,

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule 1, Item 22.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.



**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19153

**TITLE:** Adoption subsidy payment records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed  
by the agency.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 22184

3

**TITLE:** Child and family services family case records

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtousy supervision (SCS), and youth services (PYS). These programs are funded by DFCS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity log logs, case plans, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters.

**RETENTION:**

Retain 25 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

**AUTHORIZED:** 09/20/1999

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 22184

**TITLE:** Child and family services family case records

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19154

3

**TITLE:** Child protection alert files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document alerts generated by all states when they are unable to locate a family who has been charged or when alleged charges have been made against them which may include, but are not limited to abuse, assault, and neglect. When the perpetrators are found, the requesting agency is notified and action is taken.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 23.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19154

**TITLE:** Child protection alert files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19155

3

**TITLE:** Child protective services investigation case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document determination of child abuse and neglect of children. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

**RETENTION:**

Retain 30 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19155

**TITLE:** Child protective services investigation case files

(continued)

**PRIMARY CLASSIFICATION:**

Exempt UCA 62A-4-513 (2008)

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19157

3

**TITLE:** Custody evaluation files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are reports compiled by investigators and submitted to the court indicating which natural parent the agency believes should have custody of the children in a divorce case. Information includes family history, expenditures, living conditions, and victim information.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 26.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based on and complies with Federal Title XIX guidelines.



**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19157

**TITLE:** Custody evaluation files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19136

3

**TITLE:** Denied substitute care applications

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are denials of applicants seeking to adopt. Information includes application for adoption, adoptive family photos, foster home records pertaining to the child, the child's medical record, original parent's medical history, correspondence regarding the case, court medical assistance records, social evaluations and names of original parents and children, certificates of license from adoption agency, history of events concerning the adoption, and case study summaries.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 5.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19136

**TITLE:** Denied substitute care applications

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed  
by the agency.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19156

3

**TITLE:** Domestic violence shelter treatment records

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document treatment programs for both victims of domestic violence, and perpetrators. Information includes address, age, birthdate and birthplace, court actions, victim information, psychiatric and psychological information, medical and dental information, and family information.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19156

**TITLE:** Domestic violence shelter treatment records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19158

3

**TITLE:** Foster parent provider eligibility files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document eligibility requirements for foster parents. They are used by case workers for administrative purposes and to disburse payments made to those foster parents for their services. Information includes eligibility documents, reference letters, medical forms, Bureau of Criminal Identification cards, release forms, computer forms, training documentation, case worker's notes, contracts, home studies, and licenses.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 27.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19158

**TITLE:** Foster parent provider eligibility files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

Public. UCA 63G-2-103 (2008)

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19149 3

**TITLE:** Public assistance case management information system reports (PACMIS)

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are computer printouts of clients receiving services through the Department of Human Services, Division of Child and Family Services. The information is sent to all Child and Family Services offices that serve clients through various programs. The names of clients are expunged following the closure of their case file. Information includes computer data, printouts, and statistical evaluations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 18.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 5 years or until no longer required and then delete.

Computer data files backup: Retain in Office until no longer required and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.



**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19149

**TITLE:** Public assistance case management information system reports (PACMIS)

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19135

3

**TITLE:** Substitute care subsidy files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are requests for financial assistance by adoptive parents. Financial assistance is granted only to provide for the needs of the child. Information includes application and agreement for subsidy, reason for subsidy, district number of office where request was made, family income and expenditures, and a federal income tax return.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19135

**TITLE:** Substitute care subsidy files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19145

3

**TITLE:** Work incentive case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document work incentive programs offered to persons needing employment through the Department of Human Services, Division of Child and Family Services. Information includes employment history, family information, job position information, marital status, salary information, and social security number.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 14.

**AUTHORIZED:** 08/22/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Human Services. Division of Child and Family Services.  
Blanding Office

**SERIES:** 19145

**TITLE:** Work incentive case files

(continued)

**PRIMARY CLASSIFICATION:**

Private